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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 27, 2006

TO: Nonpublic School Operator
Boarding School Officials

FROM: Elaine M. Madigan, Executive Director
Bureau of School Finance and School Law

SUBJECT: Required Nonpublic School Personnel Report

The purpose of this correspondence is to alert you to a new data collection procedure that will begin this fall (August 15 through October 6) related to new legal requirements for schools. **All schools will be required to submit specific information about all school employees in order for the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI) to conduct criminal history checks, as required in Michigan School Safety Legislation.** The information required to be submitted by nonpublic schools is minimal (name, gender, date of birth, social security number, race/ethnicity). Additional information about this new procedure will be included with the annual reminder to submit the Nonpublic School Membership Report.

BACKGROUND

Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the MSP and the FBI for all regular and contract employees hired or assigned by public and nonpublic schools. School personnel employed by the public or nonpublic school prior to January 1, 2006, are required to be fingerprinted and have a criminal history check not later than July 1, 2008. On December 20, 2005, correspondence was sent to public and nonpublic schools from Dr. Jeremy Hughes, Deputy Superintendent/Chief Academic Officer, that included information regarding the new school safety legislation. You may access additional information at www.mi.gov/teachercert. Under "Current Updates" select "School Employee Criminal History Checks and Conviction Legislation Information."

DATA COLLECTION

The Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) have developed an electronic data collection form --- the Nonpublic School Personnel Report --- through which nonpublic schools will submit their school personnel data to the state of Michigan. The personnel data will be entered using a secure web-based program that is part of CEPI's Registry of Educational Personnel (REP). Each nonpublic school will be required to have at least one "authorized user" in order to access the web-based program.

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The first step will be for the school to obtain a Michigan Education Information System (MEIS) account. Nonpublic schools that previously submitted the Nonpublic School Membership Report via the Michigan Electronic Grants System (MEGS) already have a MEIS account, as do those schools that participate in the child nutrition program. To become an "authorized user" of the new Nonpublic School Personnel Report, the school will have to submit a separate security agreement specific to the Nonpublic School Personnel Report program. **Information on the Nonpublic School Personnel Report, obtaining a MEIS account and submitting a security agreement in order to become an "authorized user," required data descriptions, a user's guide, and other resource materials will be available at www.mi.gov/npsrh in the next several weeks.** Under "Information on Nonpublic & Home Schools" select "Nonpublic School Personnel Reporting." CEPI will provide customer support to assist schools with their data submission at 517-335-0505 or help-desk@mi.gov. You are encouraged to register for your MEIS account and submit one or more security agreements for your school before August 15, 2006.

MDE CONTACTS FOR MORE INFORMATION

- If you have any questions regarding the **new school safety requirements**, please contact Dr. Flora Jenkins, Director, MDE Office of Professional Preparation Services at 517-373-6505 or Jenkinsf@michigan.gov, or Dr. Frank Ciloski at 517-373-6791 or ciloskif@michigan.gov.
- If you have questions regarding **fingerprinting**, please contact Stephanie Whiteside at 517-335-1167 or whitesides@michigan.gov.
- To obtain a MEIS account and/or security agreement, you must use the school code master information shown on your school's label. If changes are needed to the **school code master information** shown on your school's label, please contact Wanda Bazzett at 517-373-1833 or bazzettw@michigan.gov. You may access school code master information at www.michigan.gov/scm.
- If you have questions regarding **boarding schools**, please contact Greg Olszta at 517-241-4715 or olsztag@michigan.gov.

Again, additional detailed information will be included with the annual reminder to submit the Nonpublic School Membership Report as well as at the www.mi.gov/npsrh website.